

11 December 2001

Yokosuka Base Team Implementation Team Charter

Ref: (a) Regional Facility Management System Overview Briefing of 16 NOV 01

1. **INTRODUCTION:** The Yokosuka Naval Complex lacks "One Facilities Engineer Voice" due to duplications and conflicts among the CFAY Facilities Management Office (FMO), the Public Works Center (PWC), and other commands and tenants that own or manage real property and possess facilities management capabilities.
2. **PURPOSE:** In accordance with the principles described in reference (a), this implementation team will design a consolidated "Yokosuka Base Team" for real property at the Yokosuka Naval Complex, to include Yokosuka proper, Ikego, Negishi, Urigo, Azuma, Koshiba and Tsurumi.
3. **MEMBERSHIP:**
 - a. CDR Ramé Hemstreet, Team Leader
 - b. LCDR Ken Ogawa
 - c. LCDR Greg Wagner
 - d. LCDR Martin Harrison
 - e. Mr. Bill Reylea
 - f. Mr. Mike Shank
 - g. LCDR (Sel) Theresa Thurlow
 - h. Mr. Hisao Igarashi
 - i. Mr. Yoshiaki Suzuki
 - j. Mr. Hideyuki Naito
 - k. Ms. Noriko Kumada, Recorder
4. **OBJECTIVES:**
 - a. Develop the process for performing life-cycle facilities management for all Class 2 real property aboard the Yokosuka Naval Complex. Use the Category Codes from the Shore Facilities Planning System (SFPS) and the Installation Readiness Reporting System (IRRS), as well as the various funding sources utilized to manage and execute facilities Sustainment, Restoration and Modernization (SRM).
 - i. By funding source and/or category code, map the processes for identifying requirements and deficiencies, prioritizing and programming SRM, and tracking execution of funded requirements.
 - ii. Include JFIP design and construction coordination as an element of execution tracking.
 - iii. Include land use (Class 1 property) planning as the overarching and related process.

- b. Develop the organization that will manage the above processes, using existing resources from both PWC and FMO.
 - i. Identify billets that can be eliminated through consolidation, and an attrition plan to achieve these billet reductions *without adverse actions*.
 - ii. Determine work spaces and location(s) for the consolidated organization *in existing facilities*.
 - iii. Describe and diagram customer liaison with CFAY tenant commands.
 - iv. Describe and diagram coordination with CNFJ/Regional Engineer staff.

5. ASSUMPTIONS AND CONSIDERATIONS:

- a. Existing execution methods (both in-house and contracts) will remain, but will fall under the cognizance of the Yokosuka Public Works Officer (PWO). Therefore, this team will not study or comment upon project execution processes, which are the subject of separate analyses and initiatives.
- b. The Yokosuka PWO will eventually be PRIDU/OPCON to CFAY and ADDU/ADCON to the Regional Engineer, as described in reference (a).
- c. The Yokosuka Base Implementation Team will consider interfaces with existing management Information Systems, including NFADB and MAXIMO.
- d. Separate implementation teams will address the Regional Planning and Construction Business Line, the Regional Utilities Business Line, and the Regional Environmental Business Line. Close coordination between the Yokosuka Base Team and these business line teams is essential. Frequent cross-talk and meetings should occur.

6. MEASURES: The Yokosuka Base Team will identify existing measures in the following areas to act as baselines against which to judge the success of this initiative.

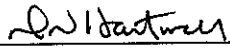
- a. short-term (one to three years)
 - i. billet reductions
- b. mid-term (two to five years)
 - i. customer satisfaction
 - ii. critical backlog
 - iii. turn-around time (from identification of requirement to execution completion)
- c. long-term (five to ten years)
 - i. IRRS ratings

7. RESOURCES:

- a. Team members will spend 5 to 15 hours per week on this effort for approximately two months, or as designated by the Team Leader.
- b. Other personnel from FMO and PWC will support the team as required.

8. DELIVERABLES: Ready for presentation to the Regional Advisory Board by 30 January 2002.

- a. Detailed concept of operations, captured in narrative form ready to add to the RFMS Operations Manual
- b. Process flow charts for all elements of a facilities life cycle maintenance program, considering the various owners and funding streams at Yokosuka Naval Complex.
- c. Organization and staffing plan, showing all positions and grades, including an attrition plan.
- d. Transition plan, with plan of action and milestones showing all key actions, who is tasked each action, and a target date for completion of each assigned action.


D. N. HARTWELL
CAPT, USN
Deputy and Chief of Staff
U.S. Naval Forces, Japan

Date: 11 Dec 01